



Superior Court of the State of California
County of Kings
1426 South Drive, Hanford, CA 93230
(559) 582-1010

THERE WILL BE ABSOLUTELY NO REFUNDS OR EXCHANGES ON THE
PURCHASE OF SUPERIOR COURT FORMS OR PACKETS

Notice of Motion
Packet Purchase Price: \$10.00

The forms in this packet will not initiate a case.

Once the Notice of Motion (with the necessary attachments) is completed, assembled, and presented for filing: the clerk will assign a hearing date and conform any/all copies. These copies will be returned to you. Someone at least 18 years of age, not a party to this action, will mail a copy to the parties involved. See instruction sheet on page 2 of form FL 335, Proof of Service by Mail.

Form Number:	Form Name	Form Last Revised On:	Number of Pages:
Initial forms completed:			
FL 301	Notice of Motion	07-01-05	2
FL 310	Application for Order & Supporting Declaration (attached to FL301)	07-01-06	2
The following forms are attachments to the Notice of Motion, as applicable:			
FL 311	Child Custody and Visitation Application Attachment	07-01-05	2
FL 312	Request for Child Abduction Prevention Orders	07-01-03	2
FL 341(C)	Children's Holiday Schedule Attachment	01-01-05	1
FL 341(D)	Additional Provisions—Physical Custody Attachment	01-01-05	2
FL 341(E)	Joint Legal Custody Attachment	01-01-05	1
Additional forms:			
FL 105	Declaration Under Uniform Child Custody Jurisdiction Enforcement Act (UCCJEA)	07-01-06	2
FL 150	Income and Expense Declaration (make a 2 nd copy before completing to serve blank)	01-01-05	4
Form served blank to the other party:			
FL 320	Responsive Declaration to Order to Show Cause or Notice of Motion	01-01-03	2
FL 150	Income and Expense Declaration	01-01-05	4
After service is performed:			
FL 335	Proof of Service by Mail	01-01-03	2
Form completed after the hearing:			
FL 340	Findings and Order After Hearing	07-01-03	1
Forms and information regarding Child Support:			
FL 191	Child Support Case Registry Form	07-01-05	4
FL 192	Notice of Rights and Responsibilities	01-01-06	2

There may be forms and/or attachments needed in your particular case. Forms are available at the Clerk's Office on specific request or may be accessed on www.courtinfo.ca.gov

Filing fee*:

Notice of Motion.....\$ 40.00

Notice of Motion to modify or enforce custody or visitation.....\$ 65.00

If applying for the filing fee to be waived, request the proper forms from the clerk's office.

Please be aware of the following information:

- ☒ The Court will require the same adherence to all of the laws of the State and California Rules of Court, as if you were represented by an attorney.
- ☒ Clerk personnel are NOT PERMITTED to, NOR WILL THEY give legal advice or help in completing any form. *Please do not ask our clerks to give you legal assistance or advice.* The Clerk of the Court and his deputies are prohibited by law from rendering legal assistance or advice in court proceedings (Sec. 24004 & 68082 Gov. code). Persons appearing in their own behalf are responsible for preparing and presenting their pleadings in complete and proper form without legal assistance from deputies of the Superior Court Clerk's office. Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney

Assistance may be obtained from:

- ☒ **Self-Help Center** located online at www.courtinfo.ca.gov. Judicial Counsel forms of California can be accessed, filled in, and printed at this website.
- ☒ A **typing** or **paralegal service**. A list of these services can be obtained from this office.
- ☒ Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney.

Preparing documents for filing:

- All pleadings and papers must be typed or legibly handwritten in blue or black ink.
- The law requires **your** name (petitioner), address, and telephone number be typed or legibly handwritten in blue or black ink in the upper left hand corner of all documents presented for filing.
- Each original form submitted for filing must be two-hole punched at the top.
- Personnel in the Clerk's office have been instructed not to file any papers which are not properly completed or assembled.

Do I complete all the forms?

No, not all forms included in this packet are filed with the ***Notice of Motion (FL301)***. There are forms in this packet that will be utilized at a later time (after service or after the hearing),

How many copies do I make?

Make two copies for each party to be served and an extra copy for yourself.

How do I make copies?

Each two sided copy must be tumbled (180°) (as presented in the packet)

Each **set** of forms (each multiple page form) must be *stapled*.

What if all parties do not get served? Can I change my hearing date?

Any time prior to the hearing (at least a few days): you as the "moving party" can contact the Calendar desk at (559) 582-1010 ext 3078 to take hearing off calendar. You will need to follow up with a letter to the Clerk's Office confirming taking the matter off calendar.

If you need to continue a hearing date due to non-service of a party, inquire at the Clerk's Office on the procedure.

What happens at the hearing?

At the hearing you will be expected to present in a succinct and concise manner all relevant oral evidence. If the evidence is not proper, or the pleadings are not in order, you will be informed of this fact and it will be necessary for you to set another hearing date after you have corrected any matters not in order.

Child Support Case Registry Form:

In a case where child support of family support is ordered, the parent who submits an order or judgment must complete the enclosed form, and submit to the court. If any modifications or changes arise, you are required to submit a new CHILD SUPPORT CASE REGISTRY FORM to the court.